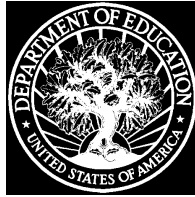


**U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND
REHABILITATIVE SERVICES
WASHINGTON, D.C. 20202-2649**



**1997 APPLICATION KIT FOR NEW GRANTS
UNDER
THE REHABILITATION SERVICES ADMINISTRATION
TRAINING PROGRAM**

SHORT TERM TRAINING

National Rehabilitation Leadership Institute

CFDA NUMBER: 84.246L

FORM APPROVED
OMB No. 1820-0018, EXP. DATE 9/98
ED FORM 424, 04/88

**DATED MATERIAL - OPEN IMMEDIATELY
CLOSING DATE: AUGUST 18, 1997**

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REHABILITATION SERVICES ADMINISTRATION

Dear Applicant:

The Secretary invites new applications under the Short-Term Training Program. This program is authorized under Title III of the Rehabilitation Act of 1973, as amended (the Act) (29 U.S.C. 760-762)

The Short-Term Training program is designed for the support of special seminars, institutes, workshops, and other short-term courses in technical matters relating to the vocational, medical, social and psychological rehabilitation programs, independent living services programs, and client assistance programs. This specific competition is intended to fund one National Rehabilitation Leadership Institute, which is described in detail in Section D. Read the Notice of Final Priority carefully for a complete description of this project.

This application package (kit) contains the information and forms necessary to apply for a Fiscal Year 1997 grant award in the area noted above, as identified in the "Notice Inviting Applications for New Awards" recently published in the FEDERAL REGISTER. A copy of this announcement is included in Section D of this application kit. Please give particular attention to program purpose, eligible applicants, estimates average size of awards, and the general requirements, as applicable to the program referenced.

Applicants for new projects in response to this announcement should also become familiar with the selection criteria contained in this application kit. These criteria will be used by reviewers and Rehabilitation Services Administration (RSA) staff to evaluate all applications. Your application should respond to each identified criterion since failure to do so will put your application at a significant disadvantage.

IMPORTANT APPLICATION INFORMATION (Please read this section carefully)

The maximum level of awards for the new project to be funded under this competition is \$250,000. It is important to note that RSA generally makes awards at level or decreased funding across the five-year grant period. The \$250,000 maximum award level applies to each of the five project years. **REQUESTS THAT EXCEED THIS \$250,000 PER PROJECT YEAR LEVEL WILL BE CONSIDERED NON-RESPONSIVE AND WILL NOT BE CONSIDERED.**

It is also important to note that the page limit is 40. The applicant must limit the Part III--Application Narrative to no more than 40 doubled-spaced 8 1/2x11 pages (on one side only) with one inch margins (top, bottom, and sides). This page limitation applies to all material presented in the application narrative--including, for example, any charts, tables, figures, and graphs. The application narrative page limit does not apply to: Part I--the cover sheet; Part II--

the budget section (including the narrative budget justification); and Part IV--the assurances and certifications. Also, the one-page abstract, resumes, bibliography, or letters of support, while considered part of the application, are not subject to the page limitation. Applicants should also note that the reviewers are not required to review any information provided in addition to the application information listed above. All sections of text in the application narrative must be doubled-spaced (no more than 3 lines per vertical inch). If using a proportional computer font, use no smaller than a 12-point font, and an average character density no greater than 14 characters per inch. If using a nonproportional font or a typewriter, do not use more than 12 characters to the inch. Double-spacing and font requirements do not apply within charts, tables, figures, and graphs, but the information presented in those formats should be easily readable.

THE SECRETARY REJECTS AND DOES NOT CONSIDER AN APPLICATION THAT DOES NOT ADHERE TO THESE REQUIREMENTS.

The Rehabilitation Act Amendments of 1992 require that each applicant for a new or continuation project demonstrate in its application how it will address the needs of individuals with disabilities from minorities backgrounds (Section 21 of the Act). Before your application can be reviewed, it must include this description. Applications for which this information is not received will not be reviewed.

You are required to allow your State Vocational Rehabilitation agency an opportunity to review and comment upon your application. Please be sure that this requirement is documented in your application.

Reviewers of applications report that an application written in a format that follows the peer review criteria and contains a separate budget section, greatly facilitates the review process. Such a format would appear as follows:

- Application face page
- Budget pages/budget narrative
- Abstract (one page)
- Narrative (not to exceed 40 pages)
 - Need for Project
 - Project Design
 - Project Services
 - Relevance to the State-Federal Rehabilitation Services Program
 - Project Evaluation
 - Management Plan
 - Project Personnel
 - Project Resources
- Appendices (assurances/certifications, resumes, bibliography, letters of support, etc)

The instructions on pages H-11-14 may appear to present a required format for applications, however, it does not. It only requires that certain information be included in the application. Please be certain that such information is incorporated in your application narrative.

Generally, **cost-sharing of at least ten percent** is required of grantees under the Rehabilitation Training Program (see page H-9 of this application kit for more information in this regard). A grantee must contribute to the cost of a project under this program in an amount satisfactory to the Secretary. Under 34 CFR 74.52, it is not possible for grantees to identify the difference between a negotiated indirect cost rate and the eight percent maximum indirect cost rate applicable to training grants as the non-Federal share of the cost of a project.

EDUCATION DEPARTMENT GENERAL ADMINISTRATIVE REGULATIONS (EDGAR)

Rehabilitation Training Program grants are subject to the requirements of the Education Department General Administrative Regulations at 34 CFR Parts 74, 75, 77, 79, 80, 81, 82, 85, and 86. These regulations set forth all general rules affecting application submittal, review, grant awarding, and post-award administration of Department of Education grant programs.

Rehabilitation training projects are subject to the requirements for “Intergovernmental Review of Department of Education Programs and Activities,” found in 34 CFR Part 79 of EDGAR. If your State has established a process for intergovernmental review, an applicant must use that process. Applicants should review the material in the application kit for information on the intergovernmental review process.

APPLICATION PROCEDURES

Please note that in Fiscal Year 1995 the Department of Education implemented changes in the way continuation grant awards are made. As part of the Administration’s Reinventing Government Initiative, the National Performance Review urged the Department to eliminate the continuation application process and replace it with “yearly program progress reports focusing on program outcomes and problems related to program implementation and service delivery.”

Therefore, the Department has been implementing this recommendation in as many programs as possible, beginning in Fiscal Year 1995. **Applicants for multi-year projects are required to provide detailed budget information for each of the five project years.** The Department will negotiate at the time of the initial award, the funding levels for each year of the grant award. Consequently, by requesting detailed budget information in the initial application for the total project period, the need for formal non-competing continuation applications in the remaining years will be eliminated. Performance and financial status reports, which will be required annually, will be used in place of the continuation application to determine progress. These reports must be submitted to the designated RSA Project Officer.

APPLICATION TRANSMITTAL INSTRUCTIONS

You are encouraged to overnight-mail or hand-deliver the original and two copies of the application on or before the closing date (note date on application kit cover page) to: Application Control Center (ACC), Attention: CFDA #84.246L, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4725. However, it will expedite the review process if four additional copies (for a total of seven - one original and six copies) are submitted to the Application Control Center in Washington, D.C., and a copy is submitted to the respective Rehabilitation Services Administration (RSA) Regional Office.

Applicants are urged to contact their Regional Office Representative for Training (see page C-1) or the Competition Manager, Sylvia Johnson. She can be reached at (202) 205-9312.

Your concern for the training of skilled rehabilitation personnel to serve persons with disabilities is appreciated.

Sincerely,

Timothy C. Muzzio, Ph.D.
Director
Division of Resource Development

SECTION B
DIVISION OF RESOURCE DEVELOPMENT
COMPETITION MANAGER

<u>Manager</u>	<u>Program Areas</u>	<u>CFDA NO.</u>
Sylvia Johnson (202) 205-9312	Short-Term Training	84.246L

SECTION C

RSA Regional Representatives for Training

Region I

(Connecticut, Maine,
Massachusetts, New Hampshire,
Rhode Island, and Vermont)
Mr. Richard S. Lawrence
Department of Education, OSERS
Rehabilitation Services
Administration
JW McCormack Post Office & Court
House (Rm 2320)
Boston, MA 02109
Telephone: 617/223-4095

Region II

(New Jersey, New York, Puerto
Rico, and Virgin Islands)
Mr. Anthony J. Spinelli
Department of Education, RSA
75 Park Place, Room 1208
New York, NY 10007
Telephone: 212/264-6093

Region III

(Delaware, Maryland,
Pennsylvania, Virginia, West
Virginia, and Washington, DC)
Ms. Marguerite Pinckney
Department of Education, RSA
3535 Market Street, Room 16120
Philadelphia, PA 19104
Telephone: 215/596-0315

Region IV

(Alabama, Florida, Georgia,
Kentucky, Mississippi, North
Carolina, South Carolina, and
Tennessee)
Ms. Sue Rankin-White
Department of Education, RSA
61 Forsyth Street, SW
Room 18T91
Atlanta, GA 30303
Telephone: 404/562-6334

Region V

(Illinois, Indiana, Michigan, Minnesota,
Ohio, and Wisconsin)
Mr. Allan Ellis
Department of Education, RSA
111 North Canal Street
Suite 1048
Chicago, IL 60606-8624
Telephone: 312/353-8501

Region VI

(Arkansas, Louisiana, New
Mexico, Oklahoma, and Texas)
Mr. Steve Lane
Department of Education, RSA
2220 Main Tower Building
Room 2140
Dallas, TX 75202
Telephone: 214/767-2961

Region VII

(Iowa, Kansas, Missouri, and
Nebraska)
Ms. Mari Kierstein
Department of Education, RSA
10220 N. Executive Hill Blvd.
Kansas City, MO 64153
Telephone: 816/880--4103

Region VIII

(Colorado, Montana, North
Dakota, South Dakota, Utah,
and Wyoming)
Ms. Patti Burrows
Department of Education, RSA
1244 Speer Blvd (Suite 310)
Denver, CO 80204-3582
Telephone: 303/844-4592

Region IX

(Arizona, California, Hawaii
Nevada, Guam, Commonwealth of
Northern Mariana Islands, Republic
of Palau and American Samoa)
Mr. William Schubauer
Department of Education, RSA
50 United Nations Plaza
San Francisco, CA 94102
Telephone: 415-437-7856

Region X

(Alaska, Idaho, Oregon, and
Washington)
Mr. Richard Corbridge
Department of Education, RSA
Room 2848
915 Second Avenue
Seattle, WA 98174-1099
Telephone: 206/220-7840

SECTION D

NOTICE OF FINAL PRIORITY AND NOTICE INVITING APPLICATIONS FOR NEW AWARDS

4000-01-P

DEPARTMENT OF EDUCATION

[CFDA No.: 84.246L]

Rehabilitation Short-Term Training

Notice inviting applications for new awards for fiscal year (FY) 1997.

PURPOSE OF PROGRAM: The Rehabilitation Short-Term Training program provides Federal support for developing and conducting special seminars, institutes, workshops, and technical instruction in areas of special significance to the delivery of vocational, medical, social, and psychological rehabilitation services.

ELIGIBLE APPLICANTS: States and public or nonprofit agencies and organizations, including Indian tribes and institutions of higher education, are eligible for assistance under this program.

DEADLINE FOR TRANSMITTAL OF APPLICATIONS: August 18, 1997

DEADLINE FOR INTERGOVERNMENTAL REVIEW: September 17, 1997

APPLICATIONS AVAILABLE: July 17, 1997

AVAILABLE FUNDS: \$250,000.

ESTIMATED RANGE OF AWARDS: \$200,000 - \$250,000

ESTIMATED AVERAGE SIZE OF AWARDS: \$250,000

ESTIMATED NUMBER OF AWARDS: 1

NOTE: The Department is not bound by any estimates in this notice.

MAXIMUM AWARD: In no case does the Secretary make an award greater than \$250,000 for a single budget period of 12 months. The Secretary rejects and does not consider an application that proposes a budget exceeding this maximum amount.

PROJECT PERIOD: Up to 60 months.

APPLICABLE REGULATIONS: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 79, 80, 81, 82, 85, and 86; and (b) The regulations for this program in 34 CFR Parts 385 and 390.

PRIORITY:

The priority in the notice of final priority for this program, as published elsewhere in this issue of the FEDERAL REGISTER, applies to this competition. *(Note: The Notice of Final Priority is reproduced beginning on page D-3 of this application package)*

FOR APPLICATIONS CONTACT: The Grants and Contracts Services Team, U.S. Department of Education, 600 Independence Avenue, S.W., Room 3317 Switzer Building, Washington, D.C., 20202; or call (202) 205-8351.

FOR INFORMATION CONTACT: Sylvia Johnson, U.S. Department of Education, 600 Independence Avenue, S.W., Room 3320, Switzer Building, Washington, D.C. 20202-2649. Telephone: (202) 205-9312. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

Information about the Department's funding opportunities, including copies of application notices for discretionary grant competitions, can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950; on the Internet Gopher Server (at gopher:11gcs.ed.gov;) or on the World Wide Web (at <http://gcs.ed.gov>). However, the official application notice for a discretionary grant competition is the notice published in the FEDERAL REGISTER.

Program Authority: 29 U.S.C. 774.

Dated: July 14, 1997

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Judith E. Heumann,
Assistant Secretary for
Special Education and
Rehabilitative Services.

4000-01-P
DEPARTMENT OF EDUCATION
RIN 1820-ZA09
Rehabilitation Short-Term Training

AGENCY: Rehabilitation Services Administration (RSA), Department of Education

ACTION: Notice of final priority for fiscal year 1997

SUMMARY: The Secretary announces a final funding priority for fiscal year 1997 under the Rehabilitation Short-Term Training program. The Secretary takes this action in order to improve the leadership among top-level managers and administrators of the State Vocational Rehabilitation (VR) Services program.

EFFECTIVE DATE: This priority takes effect on August 18, 1997

FOR FURTHER INFORMATION CONTACT: Sylvia Johnson, U.S. Department of Education, 600 Independence Avenue, S.W., Room 330 Switzer Building, Washington, DC 20202-2649. Telephone: (202) 205-9312. Deaf and hearing impaired individuals may call (202) 205-8133 for TDD services. Internet: Sylvia_Johnson@ed.gov

SUPPLEMENTARY INFORMATION: This notice contains a final priority under the Rehabilitation Short-Term Training program. This program supports special seminars, institutes, workshops, and other short-term courses in technical matters relating to vocational, medical, social, and psychological rehabilitation programs, independent living services programs, and client assistance programs.

On May 20, 1997 the Secretary published a notice of proposed priority for this program in the FEDERAL REGISTER (62 FR 27680).

NOTE: This notice of final priority does not solicit applications. A notice inviting applications under this competition is published in a separate notice in this issue of the FEDERAL REGISTER.

Analysis of Comments and Changes

In response to the Secretary's invitation in the notice of proposed priority, seven parties submitted comments. An analysis of the comments and of the changes in the priority since publication of the notice of proposed priority follows. Technical and other minor changes -- and suggested changes the Secretary is not legally authorized to make under the applicable statutory authority -- are not addressed.

Comment: Two commenters identified two specific issues -- increasing client choice and relationships with private sector rehabilitation -- that should be included as focal points in the development of leadership training.

Discussion: The Secretary agrees with the importance of both of these topics to the public program of vocational rehabilitation. The first, client choice, was recommended as an example of an issue to be addressed in the proposed priority. The issue of private sector relationships was not used as an example, but the Secretary points out that there may be many issues of high importance to the public vocational rehabilitation program, and opinions will differ as to which is more important. That is why the advisory committee for the leadership institute is charged with final selection of issues that the institute will address through its training. Given the diversity of views reflected on the advisory

committee, the most critical issues should surface as the appropriate foci for the institute. Increasing client choice and relationships with private sector rehabilitation may be among them.

Changes: None

Comment: Two commenters suggested that private sector rehabilitation professionals be included as training participants.

Discussion: The Secretary points out that the priority was established in response to a specific need for training of public vocational rehabilitation professionals and their unique needs. RSA recently established 10 community rehabilitation program continuing education centers. These centers train staff of community rehabilitation programs that have a service arrangement with a State vocational rehabilitation agency to provide services to individuals with disabilities served by the State agency. These centers provide a broad, integrated sequence of training activities on a variety of issues, which may include leadership training.

Changes: None.

Comment: One commenter pointed out that in-service training grants would already have been awarded, along with negotiated three-year budgets, and suggested that RSA should allow flexibility in renegotiating in-service training grants to help pay for the states' share of leadership training activities.

Discussion: The Secretary makes clear that the institute is responsible for determining the fee for each participant in the leadership training program. The Secretary did not specify that States must use dollars from their in-service training grants for this purpose. It is up to each State to determine how it will meet the mandatory participant fee established by the institute.

Changes: None.

Comment: One commenter suggested that, since the proposed leadership institute must coordinate with State VR in-service training programs and Rehabilitation Continuing Education Programs (RCEPs), they should be represented on the advisory committee.

Discussion: The Secretary agrees that the perspective from both the in-service training program and the RCEPs should be represented on the advisory committee as they are a very significant source of training for State agency staff. State VR agency administrators are represented on the proposed advisory committee, but the Secretary agrees that it also would be important to include the State VR agency training specialist perspective. Likewise, RCEP representation was not specifically mentioned in the priority, but the Secretary agrees it should also be included.

Changes: The priority has been changed to require the inclusion of both RCEP and State agency training specialist representation on the advisory committee.

Comment: Two commenters identified specific models of leadership (e.g., Total Quality Management, the Bass Model of Transformational Leadership, or models that focus on behavioral characteristics of leadership) that should be incorporated into the activities of the leadership institute.

Discussion: The Secretary agrees that there are many excellent models of leadership training that could be incorporated into the training curricula of the institute. It is the Secretary's expectation that

applicants for this institute will propose those that are most appropriate for leaders in the field of rehabilitation. Peer reviewers will consider the appropriateness of models in assessing the applications.

Changes: None

Comment: One commenter suggested that the competition should include an efficient means for determining whether the leadership models selected for the training institute apply to the field of rehabilitation.

Discussion: As previously noted, the Secretary expects that the applicants will propose leadership models that are most appropriate for the field of rehabilitation. In addition, the Secretary points out that the selection criteria for the Short-Term Training program include “Relevance to the State-Federal rehabilitation service program.” Within the context of the purpose of the grant, leadership training for public vocational rehabilitation administrators, this should adequately address the concern.

Changes: None.

Comment: Two commenters suggested specific training approaches (e.g., mentoring, distance learning, competency based training) that should be incorporated into the curriculum of leadership training.

Discussion: The Secretary agrees that there are many excellent training approaches that could be incorporated into the curriculum of the leadership institute. It is the Secretary’s expectation that applicants will propose those that are most appropriate for their particular project.

Changes: None.

Comment: Two commenters suggested that training should support the needs of mid-level managers and supervisors in addition to top-level managers and administrators.

Discussion: The Secretary believes that supervisory and mid-level management training is different from leadership training -- supervision and mid-level management relates more generally to improving day-to-day performance while leadership training moves groups of employees in new directions and toward realizing organizational visions. The current system of RCEPs and in-service training can provide supervisory training. The leadership institute will focus on leadership training for top-level managers and administrators.

Changes: None.

Comment: One commenter suggested that the priority should require more than one leadership institute.

Discussion: The Secretary has determined that in order to ensure consistency of training and to ensure consistent substantial involvement of the Department with the institute, one leadership institute best meets the Department’s needs. The Secretary also points out that an advisory committee, jointly selected by RSA and the institute, will be selected specifically to maintain the responsiveness of the institute and to keep it current in its content and approach.

Changes: None.

Comment: One commenter suggested that the background section of the priority should recognize the need for improving processes in order to achieve high quality outcomes.

Discussion: The Secretary believes that the substance of the comment is consistent with the intent of the statements in the background section. The context of the wording makes clear that state agency emphasis should be placed on outcome. This is consistent with both the current wording of the priority and the comment.

Changes: None.

PRIORITY:

Under 34 CFR 75.105(c)(3) and section 302(a)(1) of the Rehabilitation Act of 1973, as amended, the Secretary gives an absolute preference to applications that meet the following priority. The Secretary funds under this competition only applications that meet this absolute priority:

National Rehabilitation Leadership Institute

Background:

The Secretary has determined that it is in the best interest of the State VR Services program to develop one national leadership training institute that focuses on leadership skills as applied to the unique issues facing State VR agencies. Progressive levels of training are needed to meet the varying needs of top-level managers and administrators. An advisory committee will provide input into the curriculum and direction concerning which issues the institute will address. Participating State agencies will be required to provide some degree of support to the program, as determined by the institute. The institute will evaluate its performance and report on progress annually. The notice of proposed priority published on May 20, 1997 in the FEDERAL REGISTER (62 FR 27680) includes more detail on the background related to this priority.

Priority:

The Secretary will establish a National Rehabilitation Leadership Institute that will focus on developing the leadership skills of top-level managers and administrators in State VR agencies. The project must have plans for addressing the leadership needs in all VR agencies funded under the Act.

The project must employ a curriculum that focuses on the development of leadership skills and on the application of those skills to current challenges and issues in the VR program. The project must be capable of structuring leadership curricula around current VR issues of national significance, such as using VR standards and indicators to assess and improve agency performance, coordinating effectively with generic employment and training programs, and increasing client choice. Actual issues will be determined by the advisory committee (described later in this notice) and the Secretary.

The project must employ a curriculum that includes several levels of training to meet the needs of audiences ranging from new State administrators and directors to seasoned administrators and directors. The project's curriculum must include sequential courses that allow for repeated practice of newly learned skills over time, with performance feedback. The project must provide training in a peer setting.

The project must coordinate its training activities with activities conducted under the State VR In-Service Training program and the Rehabilitation Continuing Education Program. These programs are also charged with improving the leadership skills of State agency personnel. Therefore, collaboration and coordination are necessary.

The project must establish an advisory committee that includes RSA central and regional office representatives, representatives of State VR agency administrators and trainers, rehabilitation counselors, VR clients, Regional Continuing Education Centers, other educators and trainers of VR personnel, and others as determined to be appropriate by the grantee and RSA. This committee must provide substantial input on and direction to the training curriculum, including the specific VR issues to be incorporated.

The project must include an evaluation component based upon clear, specific performance and outcome measures. The results must be reported in its annual progress report.

The project must provide for some degree of participant contribution to training costs.

Goals 2000: Educate America Act

The Goals 2000: Educate America Act (Goals 2000) focuses the Nation's education reform efforts on the eight National Education Goals and provides a framework for meeting them. Goals 2000 promotes new partnerships to strengthen schools and expands the Department's capacities for helping communities to exchange ideas and obtain information needed to achieve the goals.

This final priority would address the National Education Goal that every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship. The final priority furthers the objectives of this Goal by focussing available funds on projects that improve the leadership skills of top administrators of State VR agencies, which will improve the responsiveness of the VR system to adults with disabilities and their vocational pursuits.

INTERGOVERNMENTAL REVIEW

This program is subject to the requirements of Executive Order 12372 and the regulations in 34 CFR Part 79. The objective of the Executive order is to foster an intergovernmental partnership and a strengthened federalism by relying on processes developed by State and local governments for coordination and review of proposed Federal financial assistance.

In accordance with the order, this document is intended to provide early notification of the Department's specific plans and actions for this program.

APPLICABLE PROGRAM REGULATIONS: 34 CFR Parts 385 and 390.

Program Authority: 29 U.S.C. 774

Dated: July 14, 1997

-S-

Judith E. Heumann,
Assistant Secretary for
Special Education and
Rehabilitative Services.

(Catalog of Federal Domestic Assistance Number: 84.246L, Rehabilitation Short-Term Training)

SECTION E
Title III of the Rehabilitation Act
and Associated Regulations

TITLE III - TRAINING AND DEMONSTRATION PROJECTS

Part A - Training Programs and Community Rehabilitation Programs

Declaration of Purpose

Sec. 301. The purpose of this title is to -

(1) authorize grants and contracts to -

(A) ensure that skilled personnel are available to provide rehabilitation services to individuals with disabilities through vocational, medical, social, and psychological rehabilitation programs, through supported employment programs, through independent living services programs, and through client assistance programs;

(B) maintain and upgrade basic skills and knowledge of personnel employed to provide state-of-the-art service delivery systems and rehabilitation technology services; and

(C) provide training and information to individuals with disabilities, the parents, families, guardians, advocates, and authorized representatives of the individuals, and other appropriate parties to develop the skills necessary for individuals with disabilities to access the rehabilitation system and to become active decisionmakers in the rehabilitation process;

(2) authorize grants for special projects and demonstrations which hold promise of expanding or otherwise improving rehabilitation services to individuals with disabilities, including individuals with spinal cord injuries, older individuals who are blind, and individuals who are deaf whose maximum vocational potential has not been reached, which experiment with new types of patterns of services or devices for the rehabilitation of individuals with disabilities (including opportunities for new careers for individuals with disabilities, and for other individuals in programs serving individuals with disabilities) and which provide vocational rehabilitation services to migratory agricultural workers who are individuals with disabilities or seasonal farmworkers who are individuals with disabilities;

(3) authorize grants and contracts to assist in the provision of vocational rehabilitation services to individuals with disabilities;

(4) authorize grants and contracts to assist in the development and improvement of community rehabilitation programs; and

(5) establish uniform grant and contract requirements for programs assisted under this title and certain other provisions of this Act.

Training

Sec. 302. (a)(1) The Commissioner may make grants to and contracts with States and public or nonprofit agencies and organizations, including institutions of higher education, to pay part of the costs of projects for training, traineeships, and related activities, including the provision of technical assistance, designed to assist in increasing the numbers of qualified personnel trained in providing vocational, medical, social, and psychological rehabilitation services, and other services provided under this Act, to individuals with disabilities, including (A) personnel specifically trained in providing employment assistance to individuals with disabilities through job development and job placement services, (B) personnel specifically trained to identify, assess, and meet the individual rehabilitation needs of individuals with severe disabilities, including needs for rehabilitation technology services, (c) personnel specifically trained to deliver services to individuals who may benefit from receiving independent living services, personnel specifically trained to deliver services in the client assistance programs, (D) personnel specifically trained to deliver services, through supported employment programs, to individuals with the most severe disabilities, and (E) personnel trained in performing other functions necessary to the development of such services.

(2) Grants and contracts under paragraph (1) may be expended for scholarships, with necessary stipends and allowances.

(3) In carrying out this subsection, the Commissioner shall furnish training regarding the services provided under this Act, and, in particular, services provided in accordance with amendments made by the Rehabilitation Act Amendments of 1992, to rehabilitation counselors and other rehabilitation personnel. In carrying out this subsection, the Commissioner shall also furnish training to such counselors and personnel regarding the applicability of section 504 of this Act, title I of the Americans with Disabilities Act of 1990, and the provisions of titles II and XVI of the Social Security Act that are related to work incentives for individuals with disabilities.

(4) The Commissioner, in carrying out this subsection, shall make grants to Historically Black Colleges and Universities and other institutions of higher education whose minority student enrollment is at least 50 percent.

(5) No grant shall be awarded under this section unless the applicant has submitted an application to the Commissioner in such form, and in accordance with such procedures, as the Commissioner may require. Any such application shall include a detailed description of strategies that will be utilized to recruit and train persons so as to reflect the diverse populations of the United States, as part of the effort to increase the number of individuals with disabilities, and individuals who are members of minority groups, who are available to provide rehabilitation services.

(b)(1)(A) In making such grants or contracts, the Commissioner shall target funds made available for any year to areas of personnel shortage.

(B) Projects described in subsection (a) may include -

(I) projects to train personnel in the areas of vocational rehabilitation counseling, rehabilitation technology, rehabilitation medicine, rehabilitation nursing, rehabilitation social work, rehabilitation psychiatry, rehabilitation psychology, rehabilitation dentistry, physical therapy, occupational therapy, speech pathology and audiology, physical education, therapeutic recreation, community rehabilitation programs, or prosthetics and orthotics;

(ii) projects to train personnel to provide -

(I) services to individuals with specific disabilities or specific impediments to rehabilitation, including individuals who are members of populations that are unserved or underserved by programs under this Act;

(II) job development and job placement services to individuals with disabilities;

(III) supported employment services, including services of employment specialists for individuals with disabilities;

(IV) specialized services for individuals with severe disabilities; or

(V) recreation for individuals with disabilities;

(iii) projects to train personnel in other fields contributing to the rehabilitation of individuals with disabilities; and

(iv) projects to train personnel in the use, applications, and benefits of assistive technology devices and assistive technology services (as defined in paragraphs (2) and (3) of section 3 of the Technology-Related Assistance for Individuals With Disabilities Act of 1988 (U.S.C. 2202(2) and (3))).

(2)(A) Except as provided in subparagraph (B), no grant under this section may be used to provide any one course of study to an individual for a period of more than 4 years.

(B) If the grant recipient determines that an individual has a disability which seriously affects the completion of training under this section, the grant recipient may modify the limitation under subparagraph (A).

(3)(A) A recipient of a grant or contract under this section shall provide assurances that each individual who receives a scholarship, for any academic year beginning after June 1, 1992, utilizing funds provided under such grant or contract shall enter into an agreement with the recipient under which the individual shall (I) maintain employment -

(I) in a nonprofit rehabilitation agency or related agency or in a State rehabilitation agency or related agency, including a professional corporation or professional practice group through which the individual has a service arrangement with the designated State agency;

(II) on a full- or part-time basis; and

(III) for a period of not less than the full-time equivalent of 2 years for each year for which assistance under this section was received, within a period, beginning after the recipient completes the training for which the scholarship was awarded, of not more than the sum of the number of years in the period described in subclause (III) and 2 additional years; and

(ii) repay all or part of any scholarship received, plus interest, if the individual does not fulfill the requirements of clause (I), except as the Commissioner by regulation may provide for repayment exceptions and deferrals.

(B) The Commissioner shall be responsible for the enforcement of each agreement entered into under subparagraph (A) upon completion of training under such subparagraph.

(c) The Commissioner shall evaluate the impact of the training programs conducted under this section, shall determine training needs for qualified personnel necessary to provide services to individuals with disabilities, and shall develop a long-term rehabilitation manpower plan designed to target resources on areas of personnel shortage. The Commissioner shall prepare and submit to the Congress by September 30 of each fiscal year a report setting forth and justifying in detail how the training funds for the fiscal year prior to such submission are allocated by professional discipline and other program areas. The report shall also contain findings on personnel shortages, how funds proposed for the succeeding fiscal year will be allocated under the President's budget proposal, and how the findings of personnel shortages justify the allocations.

(d) In carrying out subsection (a), the Commissioner shall award two grants to States, public or nonprofit private agencies and organizations, and institutions of higher education to support the development of rehabilitation technician programs. Such programs shall be designed to train local residents, who are recruited from a community historically unserved or underserved by programs providing vocational rehabilitation services under this Act, to be liaisons between the community and vocational rehabilitation counselors. Entities receiving grants to carry out projects under this subsection shall coordinate the activities carried out through the projects with the activities of State vocational rehabilitation agencies to promote the employment of the individuals trained to be rehabilitation technicians. The rehabilitation technician program shall provide a mechanism through which individuals with

disabilities residing in remote, isolated settings can successfully access vocational rehabilitation services.

(e)(1) In carrying out subsection (a), the Commissioner shall award two grants to States, public or nonprofit private agencies and organizations, and institutions of higher education to support the formation of consortia or partnerships of public or nonprofit private entities for the purpose of providing opportunities for career advancement or competency-based training to current employees of public or nonprofit private agencies that provide services to individuals with disabilities. Such opportunities shall include certificate or degree granting programs in vocational rehabilitation services and related services.

(2) An entity that receives a grant under paragraph (1) may use the grant for purposes including -

(A) establishing a program with an institution of higher education to develop creative new programs and coursework options, or to expand existing programs, concerning the fields of vocational rehabilitation services and related services, including -

(i) providing release time for faculty and staff for curriculum development;

(ii) paying for instructional costs and start-up and other program development costs;

(B) establishing a career development mentoring program using faculty and professional staff members of participating agencies as role models, career sponsors, and academic advisors for experienced State, city, and county employees, and volunteers who -

(i) have demonstrated a commitment to working in the fields described in clause (I); and

(ii) are enrolled in a program relating to such a field at an institution of higher education;

(C) supporting a wide range of programmatic and research activities aimed at increasing opportunities for career advancement and competency-based training in such fields; and

(D) identifying existing public or private agency and labor union personnel policies and benefit programs that may facilitate the ability of employees to take advantage of higher education opportunities, such as leave time and tuition reimbursement.

(3) In making grants for projects under paragraph (1), the Commissioner shall ensure that the projects shall be geographically distributed throughout the United States in urban and rural areas.

(4) The Commissioner shall, for the purpose of providing technical assistance to States or entities receiving grants under paragraph (1), enter into a cooperative agreement through a separate competition with an entity that has successfully demonstrated the capacity and expertise in the education, training, and retention of employees to serve individuals with disabilities through the use of consortia or partnerships established for the purpose of retraining the existing work force and providing opportunities for career enhancement.

(5) The Commissioner may conduct an evaluation of projects funded under this subsection.

(6) During the period in which an entity is receiving financial assistance under paragraph (1), the entity may not receive financial assistance under paragraph (4).

(f)(1) For the purpose of training a sufficient number of interpreters to meet the communications needs of individuals who are deaf and individuals who are deaf-blind, the Secretary, through the Office of Deafness and Communicative Disorders may award grants to any public or private nonprofit agency or organization to establish interpreter training programs or to provide financial assistance for ongoing interpreter training programs. The Secretary shall award grants for programs in such geographic areas throughout the United States as the Secretary considers appropriate to best carry out the purpose of this section. Priority shall be given to public or private nonprofit agencies or organizations with existing programs that have demonstrated their capacity for providing interpreter training services.

(2) No grant shall be awarded under paragraph (1) unless the applicant has submitted an application to the Secretary in such form, and in accordance with such procedures, as the Secretary may require. Any such application shall -

(A) describe the manner in which an interpreter training program would be developed and operated during the five-year period following the award of any grant under this section;

(B) demonstrate the applicant's capacity or potential for providing training for interpreters for individuals who are deaf and individuals who are deaf-blind;

(C) provide assurances that any interpreter trained or retrained under such program shall meet such minimum standards of competency as the Secretary may establish for purposes of this section; and

(D) contain such other information as the Secretary may require.

(g)(1) The Commissioner is authorized to provide technical assistance to State rehabilitation agencies and community rehabilitation programs, directly or through contracts with State vocational rehabilitation agencies or non-profit organizations.

(2) An expert or consultant appointed or serving under contract pursuant to this section shall be compensated at a rate subject to approval of the Commissioner which shall not exceed the daily equivalent of the rate of pay for level 4 of the Senior Executive Service Schedule under section 5382 of title 5, United States Code. Such an expert or consultant may be allowed travel and transportation expenses in accordance with section 5703 of Title 5, the United States Code.

(3)(A) Subject to subparagraph (B), at least 15 percent of the sums appropriated to carry out this section shall be allocated to designated State agencies to be used, directly or indirectly, for projects for in-service training of rehabilitation personnel, including projects designed (i) to address recruitment and retention of qualified rehabilitation professionals; (ii) to provide for succession planning; (iii) to provide for leadership development and capacity building; and (iv) for fiscal years 1993 and 1994, to provide training on the amendments to this Act made by the Rehabilitation Act Amendments of 1992.

(B) If the allocation to designated State agencies required by subparagraph (A) would result in a lower level of funding for projects being carried out on the date of enactment of the Rehabilitation Act Amendments of 1992 by other recipients of funds under this section, the Commissioner may allocate less than 15 percent of the sums

described in subparagraph (A) to designated State agencies for such in-service training.

(h) There are authorized to be appropriated to carry out this section such sums as may be necessary for each of the fiscal years 1993 through 1997.

(I)(1) Consistent with paragraph (2), and consistent with the general authority set forth in this section to fund training activities, nothing in this Act shall be construed to prohibit the Commissioner from exercising authority under this title, or making available funds appropriated to carry out this title, to fund the training activities.

PROGRAM REGULATIONS

PART 385--REHABILITATION TRAINING

Subpart A--General

Sec.

- 385.1 What is the Rehabilitation Training program?
- 385.2 Who is eligible for assistance under these programs?
- 385.3 What regulations apply to these programs?
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Subpart B--[Reserved]

Subpart C--How Does One Apply For a Grant?

- 385.20 What are the application procedures for these programs?

Subpart D--How Does the Secretary Make a Grant?

- 385.30 [Reserved]
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- 385.33 What other factors does the Secretary consider in reviewing an application?

Subpart E--What Conditions Must Be Met by a Grantee?

- 385.40 What are the requirements pertaining to the membership of a project advisory committee?
- 385.41 What are the requirements affecting the collection of data from designated State agencies?
- 385.42 What are the requirements affecting the dissemination of training materials?
- 385.43 What requirements apply to the training of rehabilitation counselors and other rehabilitation personnel?
- 385.44 What requirement applies to the training of individuals with disabilities?
- 385.45 What additional application requirements apply to the training of individuals for rehabilitation careers?
- 385.46 What limitations apply to the rate of pay for experts or consultants appointed or serving under contract under the Rehabilitation Training program?

Authority: 29 U.S.C. 711(c), 772, and 774, unless otherwise noted.

Source: 45 FR 86379, Dec. 30, 1980, unless otherwise noted.

Subpart A--General

Sec. 385.1 What is the Rehabilitation Training program?

(a) The Rehabilitation Training program is designed to--

- (1) Ensure that skilled personnel are available to provide rehabilitation services to individuals with disabilities through vocational, medical, social, and psychological rehabilitation programs, through supported employment programs, through independent living services programs, and through client assistance programs;
- (2) Maintain and upgrade basic skills and knowledge of personnel employed to provide state-of-the-art service delivery systems and rehabilitation technology services; and
- (3) Provide training and information to individuals with disabilities, the parents, families, guardians, advocates, and authorized representatives of the individuals, and other appropriate parties to develop the skills necessary for individuals with disabilities to access the rehabilitation system and to become active decisionmakers in the rehabilitation process.

(b) The Secretary awards grants and contracts to pay part of the costs of projects for training, traineeships, and related activities, including the provision of technical assistance, to assist in increasing the numbers of qualified personnel trained in providing rehabilitation services and other services provided under the Act, to individuals with disabilities. Financial assistance is provided through six categories of training programs:

- (1) Rehabilitation Long-Term Training (34 CFR Part 386).
- (2) Experimental and Innovative Training (34 CFR Part 387).
- (3) State Vocational Rehabilitation Unit In-Service Training (34 CFR Part 388).
- (4) Rehabilitation Continuing Education Programs (34 CFR Part 389).
- (5) Rehabilitation Short-Term Training (34 CFR Part 390).
- (6) Training of Interpreters for Individuals Who Are Deaf and Individuals Who Are Deaf-Blind (34 CFR Part 396).

(Authority: Secs. 301 and 302 of the Act; 29 U.S.C. 770 and 774)

[59 FR 8344, Feb. 18, 1994]

Sec. 385.2 Who is eligible for assistance under these programs?

States and public or nonprofit agencies and organizations, including Indian tribes and institutions of higher education, are eligible for assistance under the Rehabilitation Training program.

(Authority: Secs. 7(19) and 302 of the Act; 29 U.S.C. 706(19) and 774)

[59 FR 8345, Feb. 18, 1994]

Sec. 385.3 What regulations apply to these programs?

The following regulations apply to the Rehabilitation Training program:

(a) The Education Department General Administrative Regulations (EDGAR) as follows:

- (1) 34 CFR Part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
 - (2) 34 CFR Part 75 (Direct Grant Programs).
 - (3) 34 CFR Part 77 (Definitions That Apply to Department Regulations).
 - (4) 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities).
 - (5) 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).
 - (6) 34 CFR Part 81 (General Education Provisions Act - Enforcement).
 - (7) 34 CFR Part 82 (New Restrictions on Lobbying).
 - (8) 34 CFR Part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
 - (9) 34 CFR Part 86 (Drug-Free Schools and Campuses).
 - (b) The regulations in this Part 385.
 - (c) The regulations in 34 CFR Parts 386, 387, 388, 389, 390, and 396, as appropriate.
- (Authority: Secs. 12(c) and 302 of the Act; 29 U.S.C. 711(c) and 774)
[59 FR 8345, Feb. 18, 1994]

Sec. 385.4 What definitions apply to these programs?

(a) The following definitions in 34 CFR Part 77 apply to the programs under the Rehabilitation Training Program--

"Applicant"
"Application"
"Award"
"Budget Period"
"Department"
"EDGAR"
"Nonprofit"
"Private"
"Project"
"Project Period"
"Public"
"Secretary"

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

(b) The following definitions also apply to programs under the Rehabilitation Training program:

Act means the Rehabilitation Act of 1973 (29 U.S.C. 701 et seq.), as amended.

Assistive technology device means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Assistive technology service means any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device. The term includes--

- (1) The evaluation of the needs of an individual with a disability, including a functional evaluation of the individual in the individual's customary environment;
- (2) Purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices by individuals with disabilities;
- (3) Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices;
- (4) Coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- (5) Training or technical assistance for an individual with disabilities, or, if appropriate, the family of an individual with disabilities; and
- (6) Training or technical assistance for professionals (including individuals providing education and rehabilitation services), employers, or other individuals who provide services to, employ, or are otherwise substantially involved in the major life functions of individuals with disabilities.

Community rehabilitation program means a program that provides directly or facilitates the provision of vocational rehabilitation services to individuals with disabilities, and that provides, singly or in combination, for an individual with a disability to enable the individual to maximize opportunities for employment, including career advancement--

- (1) Medical, psychiatric, psychological, social, and vocational services that are provided under one management;
- (2) Testing, fitting, or training in the use of prosthetic and orthotic devices;
- (3) Recreational therapy;
- (4) Physical and occupational therapy;
- (5) Speech, language, and hearing therapy;
- (6) Psychiatric, psychological, and social services, including positive behavior management;
- (7) Assessment for determining eligibility and vocational rehabilitation needs;
- (8) Rehabilitation technology;
- (9) Job development, placement, and retention services;
- (10) Evaluation or control of specific disabilities;
- (11) Orientation and mobility services for individuals who are blind;
- (12) Extended employment;
- (13) Psychosocial rehabilitation services;
- (14) Supported employment services and extended services;
- (15) Services to family members when necessary to the vocational rehabilitation of the individual;
- (16) Personal assistance services; or
- (17) Services similar to the services described in paragraphs (1) through (16) of this definition.

Designated State agency means an agency designated under section 101(a)(1)(A) of the Act.

Designated State unit means (1) Any State agency unit required under section 101(a)(2)(A) of the Act, or (2) In cases in which no State agency unit is required, the State agency described in section 101(a)(2)(B)(I) of the Act.

Independent living core services means--

- (1) Information and referral services;
- (2) Independent living skills training;
- (3) Peer counseling, including cross-disability peer counseling; and
- (4) Individual and systems advocacy.

Independent living services includes--

- (1) Independent living core services; and
- (2)(i) Counseling services, including psychological, psychotherapeutic, and related services;
- (ii) Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with disabilities);
- (iii) Rehabilitation technology;
- (iv) Mobility training;
- (v) Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services;
- (vi) Personal assistance services, including attendant care and the training of personnel providing these services;
- (vii) Surveys, directories, and other activities to identify appropriate housing, recreation opportunities, and accessible transportation, and other support services;
- (viii) Consumer information programs on rehabilitation and independent living services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act;
- (ix) Education and training necessary for living in the community and participating in community activities;
- (x) Supported living;
- (xi) Transportation, including referral and assistance for transportation;
- (xii) Physical rehabilitation;
- (xiii) Therapeutic treatment;
- (xiv) Provision of needed prostheses and other appliances and devices;
- (xv) Individual and group social and recreational services;
- (xvi) Training to develop skills specifically designed for youths who are individuals with disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options;
- (xvii) Services for children;
- (xviii) Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with disabilities;
- (xix) Appropriate preventive services to decrease the need of individuals assisted under this Act for similar services in the future;
- (xx) Community awareness programs to enhance the understanding and integration of individuals with disabilities; and
- (xxi) Such other services as may be necessary and not inconsistent with the provisions of this Act.

Individual with a disability means any individual who--

- (1) Has a physical or mental impairment, which for that individual constitutes or results in a substantial

impediment to employment; and

(2) Can benefit in terms of an employment outcome from vocational rehabilitation services provided pursuant to titles I, II, III, VI, or VIII of the Act.

Individual with a severe disability means an individual with a disability--

(1) Who has a severe physical or mental impairment that seriously limits one or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome;

(2) Whose vocational rehabilitation can be expected to require multiple vocational rehabilitation services over an extended period of time; and

(3) Who has one or more physical or mental disabilities resulting from amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculo-skeletal disorders, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, sickle-cell anemia, specific learning disabilities, end-stage renal disease, or another disability or combination of disabilities determined on the basis of an assessment for determining eligibility and vocational rehabilitation needs to cause comparable substantial functional limitation.

Institution of higher education has the meaning given the term in section 1201(a) of the Higher Education Act of 1965 (20 U.S.C. 1141(a)).

Personal assistance services means a range of services provided by one or more persons designed to assist an individual with a disability to perform daily living activities on or off the job that the individual would typically perform if the individual did not have a disability. The services shall be designed to increase the individual's control in life and ability to perform everyday activities on or off the job.

Qualified personnel: (1) For designated State agencies or designated State units, means personnel who have met standards that are consistent with existing national or State approved or recognized certification, licensing, registration, or other comparable requirements that apply to the area in which such personnel are providing vocational rehabilitation services.

(2) For other than designated State agencies or designated State units, means personnel who have met existing State certification or licensure requirements, or in the absence of State requirements, have met professionally accepted requirements established by national certification boards.

Rehabilitation technology means the systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of and address the barriers confronted by individuals with disabilities in areas that include education, rehabilitation, employment, transportation, independent living, and recreation. The term includes rehabilitation engineering, assistive technology devices, and assistive technology services.

State includes, in addition to each of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands and the Republic of Palau (until the Compact of Free Association with Palau takes effect).

Stipend means financial assistance on behalf of individuals in support of their training, as opposed to salary payment for services provided within the project.

Supported employment means--

(1) Competitive work in integrated work settings for individuals with the most severe disabilities--

(I)(A) For whom competitive employment has not traditionally occurred; or

(B) For whom competitive employment has been interrupted or intermittent as a result of a severe disability; and

(ii) Who, because of the nature and severity of their disability, need intensive supported employment services from the designated State unit and extended services after transition in order to perform this work.

(2) Transitional employment for individuals with the most severe disabilities due to mental illness.

Supported employment services means ongoing support services and other appropriate services needed to support and maintain an individual with most severe disability in supported employment, that are--

(1) Provided singly or in combination and are organized and made available in such a way as to assist an eligible individual in entering or maintaining integrated, competitive employment;

(2) Based on a determination of the needs of an eligible individual, as specified in an individualized written rehabilitation program; and

(3) Provided by the designated State unit for a period of time not to extend beyond 18 months, unless under special circumstances the eligible individual and the rehabilitation counselor or coordinator jointly agree to extend the time in order to achieve the rehabilitation objectives identified in the individualized written rehabilitation program.

Vocational rehabilitation services means the same as the term is defined in 34 CFR 369.4(b).

(Authority: Secs. 7, 12(c), and 101(a)(7) of the Act; 29 U.S.C. 706, 711(c), and 721(a)(7))

[45 FR 86379, Dec. 30, 1980, as amended at 50 FR 38631, Sept. 23, 1985; 53 FR 17146, May 13, 1988; 59 FR 8345, Feb. 18, 1994]

Subpart B--[Reserved]

Subpart C--How Does One Apply for a Grant?

Sec. 385.20 What are the application procedures for these programs?

The Secretary gives the designated State agency an opportunity to review and comment on applications submitted from within the State that it serves. The procedures to be followed by the applicant and the State are in EDGAR Secs. 75.155-75.159.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[45 FR 86379, Dec. 30, 1980, as amended at 59 FR 8347, Feb. 18, 1994]

Subpart D--How Does the Secretary Make a Grant?

Sec. 385.30 [Reserved]

Sec. 385.31 How does the Secretary evaluate an application?

(a) The Secretary evaluates each applications under the procedures in 34 CFR Part 75.

(b) The Secretary evaluates each application using selection criteria identified in Parts 386, 387, 388, 389 and 390, as appropriate.

(c) In addition to the selection criteria described in paragraph (b) of this section, the Secretary evaluates each application using--

(1) Selection criteria in 34 CFR 75.210;

(2) Selection criteria established under 34 CFR 75.209; or

(3) A combination of selection criteria established under 34 CFR 75.209 and selection criteria in 34 CFR 75.210 (Authority: 29 U.S.C. 711(c))

Sec. 385.33 What other factors does the Secretary consider in reviewing an application?

In addition to the selection criteria listed in Sec. 75.210 and Parts 386 through 390, the Secretary, in making awards under this program, considers such factors as--

(a) The geographical distribution of projects in each Rehabilitation Training Program category throughout the country; and

(b) The past performance of the applicant in carrying out similar training activities under previously awarded grants, as indicated by such factors as compliance with grant conditions, soundness of programmatic and financial management practices and attainment of established project objectives.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

Subpart E--What Conditions Must Be Met by a Grantee?

Sec. 385.40 What are the requirements pertaining to the membership of a project advisory committee?

If a project funded under 34 CFR parts 386 through 390 or 396 establishes an advisory committee, its membership must include individuals with disabilities or parents, family members, guardians, advocates, or other authorized representatives of the individuals; members of minority groups; trainees; and providers of vocational rehabilitation and independent living rehabilitation services.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[59 FR 8347, Feb. 18, 1994]

Sec. 385.41 What are the requirements affecting the collection of data from designated State agencies?

If the collection of data is necessary from individuals with disabilities being served by two or more designated State agencies or from employees of two or more of these agencies, the project director must submit requests for the data to appropriate representatives of the affected agencies, as determined by the Secretary. This requirement also applies to employed project staff and individuals enrolled in courses of study supported under these programs.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[45 FR 86379, Dec. 30, 1980, as amended at 53 FR 17147, May 13, 1988; 59 FR 8347, Feb. 18, 1994]

Sec. 385.42 What are the requirements affecting the dissemination of training materials?

A set of any training materials developed under the Rehabilitation Training Program must be submitted to any information clearinghouse designated by the Secretary.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

Sec. 385.43 What requirements apply to the training of rehabilitation counselors and other rehabilitation personnel?

Any grantee who provides training of rehabilitation counselors or other rehabilitation personnel under any of the programs in 34 CFR parts 386 through 390 shall train those counselors and personnel on the services provided under this Act, and, in particular, services provided in accordance with amendments made by the Rehabilitation Act Amendments of 1992. The grantee shall also furnish training to these counselors and personnel regarding the applicability of section 504 of this Act, title I of the Americans with Disabilities Act of 1990, and the provisions of titles II and XVI of the Social Security Act that are related to work incentives for individuals with disabilities.

(Authority: Sec. 302(a)(3) of the Act; 29 U.S.C. 774(a)(3))
[59 FR 8347, Feb. 18, 1994]

Sec. 385.44 What requirement applies to the training of individuals with disabilities?

Any grantee or contractor who provides training under any of the programs in 34 CFR parts 386 through 390 and 396 shall give due regard to the training of individuals with disabilities as part of its effort to increase the number of qualified personnel available to provide rehabilitation services.

(Authority: Sec. 302(a)(1) of the Act; 29 U.S.C. 774(a)(1))
[59 FR 8347, Feb. 18, 1994]

Sec. 385.45 What additional application requirements apply to the training of individuals for rehabilitation careers?

(a) All applicants for a grant or contract to provide training under any of the programs in 34 CFR parts 386 through 390 and 396 shall demonstrate how the training they plan to provide will prepare rehabilitation professionals to address the needs of individuals with disabilities from minority backgrounds.

(b) All applicants for a grant under any of the programs in 34 CFR parts 386 through 390 and 396 shall include a detailed description of strategies that will be utilized to recruit and train persons so as to reflect the diverse populations of the United States, as part of the effort to increase the number of individuals with disabilities, and individuals who are members of minority groups, who are available to provide rehabilitation services.

(Authority: Secs. 21(b)(5) and 302(a)(5) of the Act; 29 U.S.C. 718b(b)(6) and 774(a)(6))

(Approved by the Office of Management and Budget under control number 1820-0018)
[59 FR 8347, Feb. 18, 1994, as amended at 59 FR 33680, June 30, 1994]

Sec. 385.46 What limitations apply to the rate of pay for experts or consultants appointed or serving under contract under the Rehabilitation Training program?

An expert or consultant appointed or serving under contract pursuant to this section shall be compensated at a rate subject to approval of the Commissioner which shall not exceed the daily equivalent of the rate of pay for level 4 of the Senior Executive Service Schedule under section 5382 of title 5, United States Code. Such an expert or consultant may be allowed travel and transportation expenses in accordance with section 5703 of title 5, United States Code.

(Authority: Sec. 302(g)(2) of the Act; 29 U.S.C. 774(g)(2))
[59 FR 8347, Feb. 18, 1994]

PART 390--REHABILITATION SHORT-TERM TRAINING

Subpart A--General

Sec.

390.1 What is the Rehabilitation Short-Term Training Program?

390.2 Who is eligible for assistance under this program?

390.3 What regulations apply to this program?

390.4 What definitions apply to this program?

Subpart B--What Kinds of Projects Does the Department of Education Assist Under This Program?

390.10 What types of projects are authorized under this program?

Subpart C--[Reserved]

Subpart D--How Does the Secretary Make a Grant?

390.30 What selection criteria does the Secretary use in this program?

Subpart E--What Conditions Must Be Met by a Grantee?

390.40 What are the matching requirements?

390.41 What are allowable costs?

Authority: 29 U.S.C. 711(c) and 774, unless otherwise noted.

Source: 45 FR 86386, Dec. 30, 1980, unless otherwise noted.

Subpart A--General

Sec. 390.1 What is the Rehabilitation Short-Term Training program?

This program is designed for the support of special seminars, institutes, workshops, and other short-term courses in technical matters relating to the vocational, medical, social, and psychological rehabilitation programs, independent living services programs, and client assistance programs.

(Authority: Secs. 12(a)(2) and 302 of the Act; 29 U.S.C. 711(a)(2) and 774)

[59 FR 8348, Feb. 18, 1994]

Sec. 390.2 Who is eligible for assistance under this program?

Those agencies and organizations eligible for assistance under this program are described in 34 CFR 385.2.

(Authority: Sec. 302 of the Act; 29 U.S.C. 774)

[45 FR 86386, Dec. 30, 1980, as amended at 59 FR 8348, Feb. 18, 1994]

Sec. 390.3 What regulations apply to this program?

(a) 34 CFR Part 385 (Rehabilitation Training); and

(b) The regulations in this Part 390.

(Authority: Sec. 302 of the Act; 29 U.S.C. 774)

[45 FR 86386, Dec. 30, 1980, as amended at 59 FR 8348, Feb. 18, 1994]

Sec. 390.4 What definitions apply to this program?

The definitions in 34 CFR Part 385 apply to this program.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

Subpart B--What Kinds of Projects Does the Department of Education Assist Under This Program?

Sec. 390.10 What types of projects are authorized under this program?

(a) Projects under this program are designed to provide short-term training and technical instruction in areas of special significance to the vocational, medical, social, and psychological rehabilitation programs, supported employment programs, independent living services programs, and client assistance programs.

(b) Short-term training projects may be of regional or national scope.

(c) Conferences and meetings in which training is not the primary focus may not be supported under this program.

(Authority: Secs. 12(a)(2) and 302 of the Act; 29 U.S.C. 711(a)(2) and 774)

[45 FR 86386, Dec. 30, 1980, as amended at 59 FR 8348, Feb. 18, 1994]

Subpart C--[Reserved]

Subpart D--How Does the Secretary Make a Grant?

Sec. 390.30 What additional selection criterion is used under this program?
(See Section F of the application package)

Subpart E--What Conditions Must Be Met by a Grantee?

Sec. 390.40 What are the matching requirements?

A grantee must contribute to the cost of a project under this program in an amount satisfactory to the Secretary. The part of the costs to be borne by the grantee is determined by the Secretary at the time of the award.
(Authority: Secs. 12(c) and 302 of the Act; 29 U.S.C. 711(c) and 774)
[45 FR 86386, Dec. 30, 1980, as amended at 59 FR 8348, Feb. 18, 1994]

Sec. 390.41 What are allowable costs?

(a) In addition to those allowable costs established in EDGAR Secs. 75.530-75.562, the following items are allowable under short-term training projects:

- (1) Trainee per diem costs;
- (2) Trainee travel in connection with a training course;
- (3) Trainee registration fees; and
- (4) Special accommodations for trainees with handicaps.

(b) The preparation of training materials may not be supported under a short-term training grant unless the materials are essential for the conduct of the seminar, institute, workshop or other short course for which the grant support has been provided.

(Authority: Secs. 12(c) and 302 of the Act; 29 U.S.C. 711(c) and 744)
[45 FR 86386, Dec. 30, 1980, as amended at 53 FR 17148, May 13, 1988; 59 FR 8348, Feb. 18, 1994]

SECTION F

Selection Criteria for Applications

The Secretary uses the following selection criteria to evaluate applications for new grants under this competition. The maximum score for all of these criteria is 100 points. The maximum score for each criterion is indicated in parentheses. Because no points are assigned to the selection factors, the Secretary evaluates each factor within each criterion equally.

(a) Need for project. (15 points)

- (1) The Secretary considers the need for the proposed project.
- (2) In determining the need for the proposed project, the Secretary considers one or more of the following factors:
 - (i) The magnitude or severity of the problem to be addressed by the proposed project.
 - (ii) The magnitude of the need of the problem to be addressed by the proposed project.

(b) Quality of the project design. (20 points)

- (1) The Secretary considers the quality of the design of the proposed project.
- (2) In determining the quality of the design of the proposed project, the Secretary considers one or more of the following factors:
 - (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
 - (ii) The extent to which the design of the proposed project is appropriate to, and will successfully address the needs of the target population or other identified needs.
 - (iii) The extent to which the proposed activities constitutes a coherent, sustained program of training in the field.
 - (iv) The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, State and Federal resources.
 - (v) The extent to which performance feedback and continuous improvement are integral to the design of the proposed project.

(c) Quality of project services. (10 points)

- (1) The Secretary considers the quality of the services to be provided by the proposed project.
- (2) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- (3) In addition, the Secretary considers one or more of the following factors:
 - (i) The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.
 - (ii) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services.
 - (iii) The likely impact of the services to be provided by the proposed project on the intended recipients of those services.

(d) Relevance to State/Federal rehabilitation services programs. (10 points)

- (1) The Secretary reviews each application for information that shows that the proposed project appropriately relates to the mission of the State/Federal rehabilitation service programs.
- (2) The Secretary looks for information that shows that the proposed project can be expected to improve skills and competence of--
 - (i) Personnel engaged in the administration or delivery of rehabilitation services; and
 - (ii) Others with an interest in the delivery of rehabilitation services.

(e) Quality of the project evaluation. (5 points)

- (1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.
- (2) In determining the quality of the evaluation, the Secretary considers one or more of the following factors:
 - (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
 - (ii) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative data to extent possible.
 - (iii) The extent to which the methods of evaluation will provide timely guidance for quality of assurance.
 - (iv) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

(f) Quality of the management plan. (15 points)

- (1) The Secretary considers the quality of management plan for the proposed project.
- (2) In determining the quality of the management plan for the proposed project, the Secretary considers one or more of the following factors:
 - (i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
 - (ii) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.
 - (iii) The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.
 - (iv) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

(g) Quality of project personnel. (10 points)

- (1) The Secretary considers the quality of the personnel who will carry out the proposed project.
- (2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- (3) In addition, the Secretary considers one or more of the following factors:
 - (i) The qualifications, including relevant training and experience, of the project director or principal investigator.
 - (ii) The qualifications, including relevant training and experience, of key project personnel.

(iii) The qualifications, including relevant training and experience, of project consultants or subcontractors.

(h) Adequacy of resources. (15 points)

(1) The Secretary considers the adequacy of resources for the proposed project.

(2) In determining the adequacy of resources for the proposed project, the Secretary considers one or more of the following factors:

(i) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.

(ii) The extent to which the budget is adequate to support the proposed project.

(iii) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

(iv) The extent to which costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.

SECTION G

Application Transmittal Instructions

An application for an award must be mailed or hand delivered by the closing date.

Application Delivered by Hand/Carrier Service.

An application that is hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, General Services Administration National Capital Region, 7th and D Streets, SW, Washington, D.C. 20202-4725.

The Application Control Center will accept deliveries between 8:00 a.m., and 4:30 p.m. (Washington, D.C.) daily, except Saturdays, Sundays and Federal holidays.

Individuals delivering applications must use the D Street Entrance. Proper identification is necessary to enter the building.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

Applications Sent by Mail

An application sent by mail must be addressed to the U.S. Department of Education, Application Control Center, Attention: CFDA 84.246L 600 Independence Avenue, SW Washington, D.C. 20202-4337.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

Acknowledgment of Grant Application Receipt

The Application Control Center will mail a Grant Application Receipt Acknowledgment to each applicant. If an applicant fails to receive the notification of application receipt within 15 days from the closing date, the applicant should call the U.S. Department of Education Application Control Center at (202) 708-9494.

The applicant must indicate on the envelope, and in item 10 of the Application for Federal Assistance - Standard Form 424 (unless preprinted on the form by the Department), the CFDA number - and suffix letter, if any - of the competition under which the application is being submitted.

SECTION H

Application Forms

U.S. Department of Education

Office of Special Education and Rehabilitative Services

REHABILITATION SERVICES ADMINISTRATION INSTRUCTIONS FOR A APPLICATION FOR FEDERAL ASSISTANCE (Nonconstruction Programs)

The enclosed forms shall be used by all applicants for Federal Assistance under all Rehabilitation Services Administration programs. A separate application must be submitted for each grant sought. No grant may be awarded unless the completed application forms have been received. If an item does not appear to be relevant to the assistance requested, write "NA" for not applicable.

This application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. These parts are as follows:

Part I - Federal Assistance Application Face Page

Part II - Budget Information

Part III - Program Narrative

Part IV - Assurances, Certifications, and Disclosures

Each submitted application must include an index or table of contents and a one-page project abstract. Pages should be consecutively numbered.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0018. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Under terms of the Paperwork Reduction Act of 1980, as amended, and the regulations implementing that Act, the Department of Education invites comment on the public reporting burden in this collection of information. You may send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1820-0018, Washington, D.C. 20503.

APPLICATION FOR FEDERAL ASSISTANCE

		2. Date Submitted	Application Identifier
1. TYPE OF SUBMISSION ___ Construction ___ Non-Construction	Preapplication	3. DATE RECEIVED BY STATE	State Application Identifier
	___ Construction ___ Nonconstruction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name		Organizational Unit	
Address (Give city, county, state, and zip code)		Name and telephone number of the person to be contacted on matters involving this application (give area code)	
6. Employer Identification Number ____ - _____		7. TYPE OF APPLICATION:(enter appropriate letter here) ____ A State F Intermunicipal K Indian tribe B County G Special District L Individual C Municipal H Independent School Dist. M Profit Organization D Township I State Cont. I of HL N Other (Specify) <u>Private</u> E Interstate J Private University Non-Profit	
8. TYPE OF APPLICATION <u>X</u> New ___ Continuation ___ Revision If Revision, enter appropriate letter(s) here ____ A Increase Award B Decrease Award C Increase Duration D Decrease Duration Other (specify)		9. NAME OF FEDERAL AGENCY: REHABILITATION SERVICES ADMINISTRATION	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 84.246L Title: Rehabilitation Short Term Training		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
15. ESTIMATED FUNDING		16. IS APPLICANT SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$.00	a. YES THIS PREAPPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE ____ b. NO ___ PROGRAM IS NOT COVERED BY E.O. 12372 ___ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
b. Applicant	\$.00		
c. State	\$.00		
d. Local	\$.00		
e. Other	\$.00		
f. Program Income	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$.00	___ Yes If "Yes" attach an explanation ___ No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
19. a. Typed Name of Authorized Representative		b. Title:	c. Telephone number:
d. Signature of Authorized Representative			e. Date Signed

Previous Editions Not Usable

Standard Form 424 REV 4-88)

PART I - FEDERAL ASSISTANCE APPLICATION FACE PAGE

Part I of this application consists of the standard application face page for Federal assistance (SF 424) and the concomitant instructions. Standard instructions for completing the SF 424 form immediately follow the form. Additionally, the supplemental instructions provided below are to be used in lieu of or along with the standard instructions for the following items:

Item 1 - Preprinted

Item 5(d) - Enter the name and telephone number of the project director (or principal contact if project director has not been identified).

Item 6 - If the applicant organization has been assigned a Department of Education (ED) entity number consisting of the IRS employer identification number prefixed by "1" and suffixed by a two-digit number, enter the full ED entity number in block 6.

Item 8 - Preprinted.

Item 10 - If the CFDA number and suffix letter are not preprinted, please insert the CFDA number and suffix letter of the program, priority, or training discipline under which the application is being submitted. Where necessary, a listing of CFDA numbers and suffix letters are provided on the following page.

Item 16 - All of the programs covered by this application package are subject to Executive Order 12372, with the exception of the Vocational Rehabilitation Service Projects for American Indians with Disabilities. Separate instructions and information governing the procedures to be followed for programs subject to Executive Order 12372 are included in the application package for those programs, including a list of those states which have established a process, designated a single point of contact, and selected these programs for review subject to the requirements of Executive Order 12372. For those programs covered by Executive Order 12372, provide the name of the State Agency to which the application was submitted for review, and include a copy of the agency's comments or, if comments have not been received, a copy of the cover letter used to transmit the application to the State agency. If the program is covered by Executive Order 12372 but the responsible state has not selected the program for review, please mark the "Not Selected" box.

U. S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS					OMB Control No. 1875-0102	
					Expiration Date: 9/30/95	
Name of Institution/Organization:			Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.			
SECTION A - BUDGET SUMMARY					U.S. DEPARTMENT OF EDUCATION FUNDS	
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

ED FORM NO. 524

Name of Institution/Organization:			Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.			
SECTION B - BUDGET SUMMARY: NON-FEDERAL FUNDS						NON-FEDERAL FUNDS
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						
SECTION C - OTHER BUDGET INFORMATION (see instructions)						

PART II - BUDGET INFORMATION - INSTRUCTIONS FOR ED FORM NO. 524

General Instructions

This form is used to apply to individual U. S. Department of Education discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable specific instructions, if attached. By requesting budget information in the initial application for the total project period, the need for formal non-competing continuation applications is eliminated. However, an annual report on the progress of the project is required.

Section A - Budget Summary U. S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e):

For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f):

Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, column (a)-(e):

Show the total budget request for each project year for which funding is requested.

Line 12, column (f):

Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Budget Summary Section B - Non-Federal Funding

Fill in the Non-Federal funding requirements.

Lines 1 through 12 of this section should reflect budget category totals given in Section D - Budget Detail/Narrative.

SECTION C - Other Budget Information

Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, by project year, for each budget category listed in Section A and B.
2. If applicable to this program, enter the type of indirect rate (provisional, predetermined, final or fixed) that will be effect during the funding period. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.
3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. Provide other explanations or comments you deem necessary.

SECTION D - BUDGET DETAIL/NARRATIVE

Attach separate sheets to fully explain and justify the following budget categories in support of the FEDERAL funding request. (Section A) and the no-Federal Funds (Section B).

Include sufficient detail to facilitate determination as to allowability, relevance to the project, and cost benefits.

1. Personnel: Show the salary and wages, title, and time commitment of all persons charged to the project. Consultant fees and expenses must be included in Line 8.
2. Fringe Benefits: Include contributions for Social Security, employee insurance, pension plans, etc. Leave blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost rate.
3. Travel: Itemize the amount requested for travel of employees only. Travel of consultants, trainees, etc. should not go on this line, nor should local transportation costs for project staff (i.e., where no out-of-town trip is involved); these costs should be listed under the category of "Other".

While all travel must be fully justified foreign travel should be separately identified and justified. No foreign travel will be authorized under the grant unless prior approval is obtained.

4. Equipment: List nonexpendable personal property that has a useful life of more than two years and an acquisition cost of \$500 or more per unit. However, consistent with institutional policy, lower limits may be established. List items of equipment in the following format: Item, Number of Units, Cost per Unit, and Total Cost. Fully justify the need for each item of equipment.
5. Supplies: Include the cost of consumable supplies and materials to be used in the project. These should be items which cost less than \$300 per unit with a useful life of less than two years.
6. Contractual: Show all amounts for each of the Following: (1) procurement contracts (except those which belong on other lines such as supplies and equipment listed above) and (2) grant payments to secondary recipient organizations such as delegate agencies, affiliates, cooperating institutions, political subdivisions, etc. Indicate the name of the agency, organization, or individual that is expected to receive each proposed contract. This should be supported in Part III - Program Narrative.

Note: Whenever the applicant intends to delegate part or all of the program to another agency, the applicant must submit, if available, a copy of the proposed contract or grant payment and any other supporting documentation detailing the activity and required budget of each delegate agency. If the proposed contract or grant payment has not yet been advertised and/or negotiated, the applicant should provide any basis available that was used in developing the proposed contract/grant payment costs. Delegate agencies are not required to submit separate budget information for their portion of the total contractual budget. The total cost of all such agencies will be part of the amount shown on Line 6.

7. Other: Provide an itemized list of all remaining direct costs not clearly covered by lines 1-6 above. Examples are computer use charges, space or equipment rental, consultant costs, communication costs, rental of space, utilities and custodial services, printing materials, and local transportation.

For consultant expenses, give the total number of consultants that will work on the project and their costs (fees, per diem, and travel). Provide the basis for the determination of the rate identified for consultant costs for which Federal funds are requested. The justification should demonstrate how the consultant costs are reasonable, customary and consistent with the established institutional/organizational/agency policy governing consultant costs.

8. Total Direct Costs: Total lines 1 through 8.

10. Total Indirect Costs: Indirect costs are those costs of an organization that are not readily identifiable with a particular project or activity but are necessary for the general operation of the organization and the conduct of its activities.

Indicate your indirect cost rate and the amount of indirect costs to be charged to the project. If no indirect costs are requested, enter "none." This line should be used only when the applicant (except local government(s) has an indirect cost rate approved by the Department of Education (ED) or another Federal agency. Local governments shall enter the amount of indirect costs determined in accordance with ED requirements.

Except for State or local governments (defined in 34 CFR Part 74), the reimbursement of indirect costs for grants under the Rehabilitation Training Program (CFDA 84.129 and CFDA 84.246) and the Training of Interpreters for Deaf Individuals Program (CFDA 84.160) is limited to the lesser of actual indirect costs or 8 (eight) percent of direct costs.

11. Training Stipends: Explain all costs included under the category of Training Stipends. Where scholarship/training awards are requested under the Rehabilitation Long-Term Training program (CFDA 84.129), provide details in supplementary Table I (Schedule of Traineeship Expenses). Your budget request for the Rehabilitation Long-Term Training Program should include only full academic scholarships based on actual length of training and tuition and fee costs for each trainee.

12. Total Project Costs: Total lines 8 and 9.

In addition, provide an itemized list of the sources of all NON-FEDERAL funds which ties to the amounts reflected in Section B.

PART III - PROGRAM NARRATIVE

Prepare the Program Narrative in accordance with the following instructions. Before preparing the Program Narrative, applicants should carefully review the program regulations contained in this application package, paying special attention to the selection criteria. The Program Narrative must respond to the special emphasis of the specific program for which grant support is being requested and the selection criteria identified in the program regulations.

In addition, applicants should read the applicable parts of the Education Department General Administrative Regulations (EDGAR), 34 CFR. These regulations set forth all general rules affecting application submittal, review, grant award, and post-award administration for Department of Education grant programs.

NOTE: Applicants should refer back to the “Dear Applicant” Letter. It cites the appropriate sections of the program regulations and the applicable parts of EDGAR. The texts of all necessary program statutes and regulations are included in the Rules and Regulations Section of this application package.

Since applications must be duplicated for distribution to reviewers, printed material should be legible, appear only on one side of each page, and be double spaced. To ensure that printed material is legible, the use of a high quality printer in the preparation of your application is strongly urged. Use standard 8 ½ x 11 inch paper, white in color, and free from tabs. Also, use spring clips or rubber bands to hold the application together. Do not use binders, folders, and staples as they must be removed before duplicating applications.

Limit the Program Narrative to 40 pages, double spaced, and number pages consecutively. The narrative should be written concisely. Only the required information should be submitted. If appendices or other supplemental materials are included, they must be kept to a minimum and must substantiate what is proposed in the narrative., e.g., the results of a needs survey or letters of commitment from organizations that will have significant involvement with the project. All vitae should be limited to one page in length showing the source and date of earned degrees, experience relevant to working with individuals who are disabled and the person's direct relationship to the project, e.g., how the person will function in the project.

The Program Narrative should begin with an overview statement (one page abstract) that summarizes the purpose/intent of project, the goals and objectives, the target population, the impact of project, and the expected outcomes or benefits.

The Program Narrative must respond to the selection criteria in the same order as they appear in the program regulations for each priority. The proposal must address the following points:

1. Objectives and Need for this Assistance

Identify the specific need(s) which the proposed project is intended to meet and indicate why the project requires Federal support. State the principal and subordinate objectives of the project and show how the proposed project relates to the mission of the State/Federal vocational rehabilitation program, the specific discretionary program for which support is being requested, and the service needs of the geographic area to be served. Indicate the potential target or client population to be served. Objectives of the project should be (1) clearly and measurably defined in terms of intended results or outcomes within a specified time frame; and (2) based on identified needs, priorities, and related resources. Major tasks and activities should be carefully delineated. These in turn should be

broken down into action steps to be completed by specified dates. Relevant needs assessment studies by the applicant or others should be footnoted or included with the application.

2. Results or Benefits Expected

Identify the significant observable, measurable results expected to be achieved during the period of the project. Productivity, for example is generally measured in such terms as the number of disabled persons served, the number rehabilitated and/or assisted to live more independently, improvement in work or independent living status following receipt of services, new services or improved service delivery systems, and/or increased participation by other kinds of program improvements.

Expectations should be projected for each year of the project, including estimates and types of severely handicapped persons to be served. Show how project activities will enhance the quality of life and participation by disabled persons in family/community activities or in gainful employment.

3. Approach

a. Design and Methodology

Describe the overall plan for the project, organization of the various project elements that affect achievement of project objectives, efficiency and economy of effort, provision for obtaining appropriate and reliable data for evaluation and the appropriateness of the project design.

Describe the methodology to be employed in accomplishing objectives, including action steps; identify and specify in detail the operational procedures, overall strategy, management, and plans for efficiency and effectiveness of operations. Both the work to be performed and available resources should clearly relate to the requested budget as well as resource commitments made by others including anticipated in-kind or volunteer assistance. Describe any innovative, unique, or exemplary activities that have been or will be pursued, such as formation of interagency or consumer advisory groups, which will have a positive impact on project effectiveness, efficiency, or economy, and improved service delivery to disabled persons.

The plan of work sequentially relates to the action steps and major functions and give a timetable for their completion. It is recommended that a timetable, GANT Chart or Pert Chart graphically representing the sequence and relationship of project activities be included in the proposal. Provide for each function or activity a quantitative quarterly projection of the accomplishments to be achieved in terms such as the number and type of clients to be served. When accomplishments cannot be quantified, list them in chronological order to show the schedule of accomplishments and their target dates.

b. Staff

Describe the qualifications of the project director and key staff on the project. Indicate the time that the project director and other key personnel will commit to the project.

For each of the key staff not identified at the time of application, provide (in lieu of a qualifications statement) a job description or the qualifications sought for the position. Include a statement of the recruitment plan for a project director and any key staff to be employed, and an estimate of when the recruitment of these staff will take place.

c. Facilities and Resources

Describe the facilities that will be used for the project. Include such items as key equipment to be used, amount of floor space available, training capacity, etc. Indicate the extent to which the facilities and other resources used are free of architectural, communications, and other barriers and are fully accessible to the handicapped.

Validate the organization's capability to perform the proposed project activity. Include past experiences or anticipated capability with regard to the objectives.

Provide a table of the organization and a list of the specific duties of the professional staff as well as the time each is to spend on the project.

d. Commitments from Collaborating Organizations

Participation of other organizations, financially or otherwise, enhances the viability of the proposed project. Specific commitments should be clearly documented, preferably in writing, and submitted with the application. This may include cooperating public and private agencies, commercial or industrial entities, institutions of higher education, and others. It also may include individuals such as consultants or groups of individuals that advise or help determine policy.

Identify specific contributions to the project by the applicant, and collaborating organizations including in-kind contributions, cost sharing, donations, etc.

4. Evaluation

All applications must contain a plan for project evaluation which is based on an objective and quantifiable methodology to evaluate progress toward and achievement of project objectives. The purpose of this section is to specify the evaluation plan and methodology to be used. The evaluation plan should be phased in with other project tasks to ensure that interim products can be reviewed and comments fed back to project staff in time to influence the conduct of the project.

The Evaluation Plan must include:

- (1) An annual evaluation of the following elements as required under 75.590 of EDGAR:
 - (a) the project's progress in achieving its stated objectives;
 - (b) the effectiveness of the project in meeting the purposes of the program;
 - (c) the effect of the project on persons being served by the project, including any persons who are members of groups that have been traditionally underrepresented such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly.
- (2) an annual assessment of the following:
 - (a) the types of services provided;

- (b) the cost of services provided;
- (c) the number of clients served by disability, race, national origin, gender, and age;
- (d) the number of clients with a severe disability served;
- (e) the client outcomes obtained.

NOTE: Funded projects will be required to report evaluation findings in the annual progress report (as part of the continuation application) and in the final report at the conclusion of the project.

IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- (a) If a rehabilitation project is in its final year of support and refunding for a new project is being requested, provide a progress report that includes a discussion of all accomplishments to date in achieving project objectives and a schedule of accomplishments or milestones anticipated with the new funding request.
- (b) A listing showing the Federal Domestic Assistance Catalog number, status and amount of each project where there is related previous, pending or anticipated assistance.

Table One

Schedule of Trainee Expenses (84.129 , 84.246 and 84.263 only)

(Complete this form for the upcoming project year only. For example, if your application is for a new project, complete this form for year one projections only. If your application is for a second year continuation, complete this form for year two projections, etc.)

Applicant Name:

Scholar Information for Project Year (eg, 93-94, 94-95 etc):

Level of Training	Total number of scholars to receive support under grant (see note 1)	Number of full-time equivalent scholars supported under grant (see note 2)	Total amount of grant funds for tuition	Total amount of grant funds for stipends	Total amount of grant funds for other direct scholar costs (see note 3)
Bachelors					
Masters					
Doctoral					
Post-Doc fellowship					
Medical student					
Resident					
Post-residency fellowship					
Other (specify): _____ _____					

Non-academic Post-Employment Education: Total number of trainees:_____

Note 1: Anticipated number of students to receive any (full or partial) support under the grant.

Note 2: If the grant includes partial support for some students, translate the support into full-time equivalents.

Note 3: Total amount of grant funds for other direct scholar expenses such as fees or travel.

Notes :

SECTION I

ASSURANCES NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse. (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to

purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Official	Title	
Applicant Organization		Date Submitted

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a

material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substances prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must

provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW (room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is co convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance
(Street address, city, county, state, zip code)

Check ____ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 35 CFR Part 85, Sections 85.605 and 85.610 --

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offence resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to Director, Grants and Contracts Service, US Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number of each affected grant.

As the duly authorized representative of the applicant, I certify that the applicant will comply with the above certifications.

NAME OF APPLICANT _____
PR/AWARD NO. AND/OR PROJECT NAME _____
PRINTED NAME OF AUTHORIZED REPRESENTATIVE _____

SIGNATURE _____ DATE _____

ED 80-0013

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

.....

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.120.

Instructions for Certification

lower tier participant is providing the certification set below.

1. By signing and submitting this proposal, the prospective

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification:

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant		PR/Award # and/or Project Name	
Printed Name and Title of Authorized Representative			
Signature		Date	

ED 80-0014, 9/90 (replaces GCS-009(rev. 12/88), which is obsolete)

DISCLOSURE OF LOBBYING ACTIVITIES

approved by O.M.B. 0345-0045

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (see reverse for public burden disclosure)

1. Type of Federal Action		2. Status of Federal Action:		3. Report Type:	
<input type="checkbox"/> a. Contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. coop. agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: yr. _____ qrtr. _____ Date of last report_ _____	
4. Name and Address of Reporting Entity: ___Prime ___Subawardee Tier____, if known Congressional District_____			5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CDFA #, if applicable 84._____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10.a. Name and Address of Lobbying Entity (if individual, last name, first name, MI)			b. Individuals Performing Services (including address if different from 10a) (last name, first name, MI) attach SF-LLL-A, if necessary		
11. Amount of Payment (check all that apply): \$ _____ actual planned			13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____		
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind: nature _____ value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in item 11: (attach contin. sht., SF-LLL-A, if necessary)					
15. Continuation Sheet(s) SF-LLL-A attached ___ Yes ___ No					
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: Print Name Title : Telephone No: _____-_____-_____ Date:		
Federal Use Only:					Authorized for Local Reproduction SF-LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, of expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee" then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal Action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a) Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

.....
 Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget Paperwork Reduction Project (0348-0046), Washington, D.C. 20503

DISCLOSURE OF LOBBYING ACTIVITIES
Continuation Sheet

Approved by OMB
0348-0046

Reporting Entity: _____ Page ____ of ____

SECTION J

IMPORTANT NOTICES

NOTICE REGARDING SUBMISSION OF TRAINING MATERIALS TO THE NATIONAL CLEARINGHOUSE OF REHABILITATION TRAINING MATERIALS

For a number of years the Rehabilitation Services Administration (RSA) has provided funding for a National clearinghouse Rehabilitation Training Materials (NCHRTM). The purpose of the NCHRTM is to provide training materials that would benefit rehabilitation personnel. NCHRTM promotes a computerized on-line catalog of RSA training materials by circulation of its materials collection through electronic catalogs and inventory systems.

The success of the NCHRTM depends largely upon training projects sharing their materials with the NCHRTM. To this end, RSA is requesting that our current training grantees submit any training materials developed for their projects to:

**THE NATIONAL CLEARINGHOUSE ON REHABILITATION TRAINING MATERIALS
ATTENTION: DAVID J. BROOKS, DIRECTOR
OKLAHOMA STATE UNIVERSITY
102 GUNDERSON HALL
OKLAHOMA CITY, OK 74078
(405) 624-7650
(800) 223-5219
brookdj@okway.okstate.edu
(website: <http://www.nchrtm.okstate.edu>)**

IMPORTANT NOTICE
TO PROSPECTIVE PARTICIPANTS
IN THE U.S. DEPARTMENT OF EDUCATION
CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that -

Failure to meet a deadline will mean that an application will be
rejected without any consideration whatever.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9371. (Send check or money order only, on cash or stamps.)

The instructions in the federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center Washington, DC 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulation and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP). Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with other, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBS is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$ 49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402-93

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED Mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.
ED Form 5548 8/92

REPLACES ED FORM 5548, 6/86 WHICH IS OBSOLETE

IMPORTANT INFORMATION AND NOTICES

Executive Order 12372 - Intergovernmental Review

The Education Department General Administrative Regulations (EDGAR), 34 CFR Part 79, pertaining to intergovernmental review of Federal programs, apply to the program(s) included in this application package.

Immediately upon receipt of this notice, all applicants, other than Federally recognized Indian Tribal Governments, must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should contact, immediately upon receipt of this notice, the Single Point of Contact for each State and follow the procedures established in those States under the Executive Order. A list containing the Single Point of Contact for each State is included in the application package for these programs.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date in the program announcement for Intergovernmental Review to the following address:

The Secretary
E.O. 12372-CFDA # 84.246L
U.S. Department of Education, FOB-10, Room 6123
600 Independence Ave., SW
Washington, D.C. 20202-0100

On line 2 of the above address, please provide the correct Catalog of Federal Domestic Assistance number (CFDA #) of the program for which a comment or state process recommendation on an application is submitted.

In those States that require review for this program, applications are to be submitted simultaneously to the State Review Process and the U.S. Department of Education.

Proof of mailing will be determined on the same basis as applications.

Please note that the above address is not the same address as the one to which the applicant submits its completed application. Do not send applications to the above address.

STATE SINGLE POINT OF CONTACT

ARIZONA

Ms. Janice Dunn
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone (602) 280-1315

ARKANSAS

Tracie L. Copeland
Manager, St. Clearinghouse
Off. of Intergover. Srvcs.
Dept. of Finance and Admin.
P.O. Box 3278
Little Rock, Arkansas 72203
Telephone (501) 682-1074

CALIFORNIA

Glenn Stober
Grants Coordinator
Office of Planning & Research
1400 Tenth Street
Sacramento, California 95814
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COLORADO

St. of Single Point of Contact
State Clearinghouse
Division of Local Government
1313 Sherman Street, Room 520
Denver, Colorado 80203
Telephone (303) 866-2156

CONNECTICUT

Mr. William T. Quigg
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Intergov. Policy Div.
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INDIANA

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St. Budget Agency
212 State House
Indianapolis, Indiana 46204
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IOWA

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Iowa Dept. of Economic Devel.
200 East Grant Avenue
Des Moines, Iowa 50309
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DELAWARE

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Executive Department
Thomas Collins Building
Dover, Delaware 19903
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DISTRICT OF COLUMBIA

Rodney T. Hallman
State of Single Point of
Office of Grants Mgmt & Dev.
717 14th Street NW
Suite 500
Washington, D.C. 20005
Telephone (202) 727-6551

FLORIDA

Florida St. Clearinghouse
Intergov. Affairs Policy Unit
Exe. Off. of the Governor
The Capitol
Tallahassee, Florida 32399-0001
Telephone (904) 488-8441

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Administrator
Georgia State Clearinghouse
254 Washington Street, SW
Room 534 A
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Springfield, Illinois 62706
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Michigan Department of Commerce
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Lansing, Michigan 48909
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 Off. of the Governor
 Dept. of Local Government
 1024 Capitol Center Drive
 Frankfort, Kentucky 40601
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 St. House Station 38
 Augusta, Maine 04333
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MARYLAND

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 Dept. of St. Planning
 301 West Preston Street
 Baltimore, Maryland 21201
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NEW HAMPSHIRE

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 Dir. NH Off. of St. Planning
 Attn: Intergov. Review Process
 James E. Bieber
 2 ½ Beacon Street
 Concord, New Hampshire 03301
 Telephone (603) 271-2155

NEW JERSEY

Gregory W. Adkins, Acting Dir.
 Div. of Community Resources
 NJ Dept. of Comm. Affairs

Please direct all correspondence
 and questions about intergov.
 review to:

Andrew J. Jaskolka
 St. Review Process
 Div. of Comm. Resources
 CN 814, Rm. 609
 Trenton, New Jersey 08625-0814
 Telephone (609) 292-9025

NEW MEXICO

George Elliott
 Deputy Director
 St. Budget Division
 Rm. 190, Bataan Mem. Building
 Sante Fe, New Mexico 85703
 Telephone (505) 827-3640

MISSISSIPPI

Cathy Mallette
 Clearinghouse Officer
 Off. of Fed. Grant Mngt. & Reporting
 Dept. of Finance and Admin.
 301 West Pearl Street
 Jackson, Mississippi 39203
 Telephone (601) 949-2174

MISSOURI

Lois Pohl
 Fed. Assistance Clearinghouse
 Off. of Administration
 P.O. Box 809
 Room 430, Truman Building
 Jefferson, Missouri 65102
 Telephone (314) 751-4834

NEVADA

Dept. of Admin.
 St. Clearinghouse
 Capitol Complex
 Carson City, Nevada 89710
 Atten: Ron Sparks
 Clearinghouse Coordinator
 Telephone (702) 687-4065

NORTH CAROLINA

Mrs. Chrys Baggett
 Director
 Off. of the Secretary of Admin.
 N.C. St. Clearinghouse
 116 West Jones Street
 Raleigh, North Carolina 27603-8003
 Telephone (919) 733-7232

NORTH DAKOTA

ND Single Point of Contact
 Off. of Intergov. Assistance
 Off. of Mngt & Budget
 600 East Blvd. Avenue
 Bismarck, North Dakota 58505-0170
 Telephone (701) 224-2094

OHIO

Larry Weaver
 St. Single Point of Contact
 St./Fed. Funds Coordinator
 St. Clearinghouse
 Off. of Bud. & Mngt.
 30 East Broad St., 34th Floor
 Columbus, Ohio 43266-0411
 Telephone (614) 466-0698

NEW YORK

New York St. Clearinghouse
Div. of the Budget
St. Capitol
Albany, New York 12224
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SOUTH CAROLINA

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Please direct correspondence and
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William C. Carey, Section Chief
Fed./St. Relations Off.
Wisconsin Dept. of Admin.
Telephone (608) 266-0267

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Governor's Off. of Bud. &
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P.O. Box 12428
Austin, Texas 78711
Telephone (512) 463-1778

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TERRITORIES**GUAM**

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Norma Burgos/Jose E. Caro

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Please direct correspondence and
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Review Coordinator
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WISCONSIN

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Wisconsin Dept. of Admin.
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NORTHERN MARIANA ISLANDS

St. Single Point of Contact
Planning & Budget Office
Office of the Governor
Saipan, CM
Northern Mariana Islands 96950

VIRGIN ISLANDS

Jose George
Director, Office of Management
and Budget
#41 Norregade Emancipation Garden
Station

Chairman/Director
Puerto Rico Planning Board
Minillas Government Center
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San Juan, Puerto Rico 00940-9985
Telephone (809) 727-4444

Second Floor
Saint Thomas, Virgin Island 00802

Please direct correspondence to:
Linda Clarke
Telephone (809) 774-0750

In accordance with Executive Order #12372, "Intergovernmental Review Process," this listing represents the designated State Single Points of Contact. Upon request, a background document explaining the Executive Order is available. The Office of Management and Budget point of contact for updating this listing is: Donna Rivelli (202) 395-5090. The States not listed no longer participate in the process. These include: Alabama; Alaska; Kansas; Idaho; Louisiana; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; Virginia; Washington; and Hawaii. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will be made only upon formal notification by the State.

SECTION K

APPLICATION CHECKLIST AND COMMON QUESTIONS AND ANSWERS

Does your application include each of the following?

- ☐ Cover page (SF 424)
- ☐ Budget form (ED Form 524)
- ☐ Program specific budget form [if applicable]
- ☐ Budget narrative [if applicable]
- ☐ Program narrative, including abstract and responses to the selection criteria
- ☐ Assurances and Certifications [list]

Did You --

- ☐ Provide one (1) original plus two 2 copies of the application (One original and six copies are requested)?
- ☐ Include all required forms with original signatures and dates?
- ☐ Submit a copy of the application to the State Single Point of Contact, if applicable?
- ☐ Mail* Application To: **OR** Hand-deliver* Application To:

Short Term Training PROGRAM
ATTN: 84.246L
U.S. Department of Education
Application Control Center
600 Independence Avenue, SW
Washington, DC 20202-4725

Short Term Training PROGRAM
ATTN: 84.246L
U.S. Department of Education
Application Control Center
7th & D Streets, SW, Room 3633
Washington, DC 20202-4725

*Must be received by mail postmarked no later than the closing date or hand-delivered by 4:30 p.m. no later than the closing date.

COMMON QUESTIONS AND ANSWERS

[Below are some examples of Q's & A's that programs may include in their application booklets. Programs may want to add others. Generally speaking, Q's & A's should not repeat information that is given elsewhere in the application. However, there may be exceptions to this "rule of thumb." Q's & A's should not be subregulatory and should not take the place of instructions.]

- Q. What happens to my application after it is received in the Department?
- A. The Department's Application Control Center receives each application, assigns each an identifying number (PR/Award number), confirms receipt of applications, and sends the applications to the appropriate program office, which screens them for eligibility. The program conducts a peer review of all eligible applications sent to a program competition, ranks them and recommends the highest ranked applications for funding with exceptions as provided by law. The responsible official for the applicable program reviews the program office's recommendations, checks the adequacy of the documentation supporting the recommendations, and approves a final list, or slate, of recommended projects and funding amounts. The final slate is forwarded to Grant and Contract Services, Grants Division, which negotiates the recommendations with the successful applicants and awards the grants.
- Q. What happens to my application if the Department finds it to be ineligible?
- A. The Department immediately returns an application that does not meet the eligibility criteria for the particular program. A letter from the Department explaining why it is not being reviewed in the competition accompanies the application.
- Q. How does the Department review an application?
- A. Each application is assessed by knowledgeable persons from outside and sometimes inside the Department who are asked for their judgments about the quality and significance of the proposed project. These persons represent a diversity of disciplines and institutional, regional, and cultural backgrounds. The advice of these experts is compiled by Departmental staff who comment on matters of fact or on significant issues that would otherwise be missing from the review. The results are then presented to the responsible official responsible for the program who approves the recommendations for funding.
- Q. What Criteria do the reviewers use when scoring an application?
- A. Reviewers score each application using the selection criteria published in the Federal Register as part of the program regulations, which are given [specify where they can be found in the application package]. Reviewers are instructed to use only the published criteria.
- Q. Is a recommended application guaranteed funding?
- A. No. Funding is not final until negotiations have been successfully concluded and a grant award notification has been signed by the grants office and mailed to the applicant.
- Q. How long does it take the Department to complete the review process?
- A. (Describe normal experience with the particular program. Most review processes take from six to eight months.)
- Q. How do the invitational, competitive and absolute priorities differ?
- A. **Invitational Priority**
- The Secretary may simply invite applicants to meet a priority. However, an application that addresses invitational priorities receives no competitive or absolute preference over applications that do not meet this priority.

Competitive Priority

If a program uses weighted selection criteria, the Secretary may award selection points to an application that meets the priority. These points are in addition to any points the application earns under the selection criteria. The notice states the maximum number of additional points that the Secretary may award to applications that meet the priority in a particularly effective way. Or the Secretary may simply select applications that meet the competitive priority over applications of comparable merit that do not meet the priority.

Absolute Priority

Under an absolute priority, the Secretary may select for funding only those

applications that meet the priority.

- Q. Can changes in the size of subsequent year awards be made after the multi-year budget has been negotiated?
- A. Yes, a grantee can renegotiate his or her multi-year budget and may be awarded additional funds if sufficient justification is presented to the Secretary and funds are available. Also, funds can be decreased if it is determined that the multi-year budget was overestimated.
- Q. How will funding continuation decisions be made if the Department is phasing out the use of non-competing continuation applications after fiscal year 1995?
- A. Grantees will be required to complete annual performance reports that describe the projects' accomplishments, evaluations, and finances. These performance reports, along with other information, will be used by the Department to decide whether to continue funding projects.

GRANT APPLICATION RECEIPT ACKNOWLEDGMENT

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call:

U.S. Department of Education
Coordination and Control Branch
(202) 708-9495

EDUCATION BULLETIN BOARDS

There is now an electronic bulletin board with information about grant and contract opportunities at the U.S. Department of Education. The bulletin board is open to public access. The official version of the documents received from any electronic bulletin board is the version that is published in Federal Register.

Bulletin Board Data Number
(202) 260-9950